

Eastern Illinois University

The Keep

Minutes

Council on University Planning and Budget

12-6-2013

December 6, 2013

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Council on University Planning and Budget
December 6, 2013
2:00 p.m. – Arcola-Tuscola Room

Minutes

Voting Members Present: Ann Brownson, Patrick Early, Christine Edwards, Dave Emmerich, Melissa Gordon, Assege HaileMariam, Mayhar Izadi, Blair Jones, Allen Lanham, Gloria Leitschuh, Christopher Mitchell, Pamela Narragon, Cynthia Nichols, Darlene Riedemann, Kathlene Shank, Vance Woods, Tim Zimmer

Guest: Jon Oliver (for Grant Sterling)

Absent: Ahmid Abou-Zaid, Mona Davenport, Christina Lauff, Debby Sharp, Jennifer Sipes, Grant Sterling,

Non-Voting Members Present: Blair Lord, Robert Martin, Mike Maurer, Dan Nadler, William Perry, William Weber

1. Call to order & introductions

Dean Lanham called the meeting to order at approximately 2:00 p.m.

2. Approval of Minutes for October 11, 2013 and November 4, 2013

The minutes for the October 11 were approved as written, and the minutes for the November 4 meeting were approved with one correction: the minutes should indicate that Pam Narragon was in attendance.

3. Correction of the Minutes for September 13, 2013

The April meeting is April 18 but was inadvertently reported as April 25.

4. Advisory Subcommittee Reports

- a. President/ Advisory Subcommittee – no report
- b. VPBA/Advisory Subcommittee – There was a meeting, discussion included topics to be discussed in the main meeting.
- c. VPAA/Advisory Subcommittee – Gloria Leitschuh gave a report and shared information on appropriated funds: over 90% of appropriated funds are used for personnel, 84% of funds go to academic colleges and library, and the breakdown of employees in 2012 – 869 civil service, 741 faculty, 300 other professional, and 21 administrative.
- d. VPUA/Advisory Subcommittee – no report
- e. VPSA/Advisory Subcommittee – no report

5. Old Business

Dr. Weber spoke and presented information on RAMP projects: noted changes in the FY11-FY15 Actual and Forecasted Operating Revenues and Expenses handout, concern about operating budget for FY15, currently using reserves for FY14, no change in tuition rates approved by the Board of Trustees, deficit projected to continue until enrollment bounces back, and review of the Program Analysis process and timetable draft.

Discussion:

- Utilities: Kathlene Shank inquired about reducing utility expenses by reducing/increasing thermostats in all buildings by two degrees, reported that this was done years ago and the university saved \$2M. Wanted to know if the University could do this again. Response by Dr. Weber, Honeywell estimates and savings will reduce utility budget from past.
- Tuition Rates: Jon Oliver, regarding tuition rates and BOT approval for no increase in FY15, “modest increase could have been helpful to offset costs.” Response by President Perry included discussion on the need for affordability in education and will review again next fall.
- Enrollment: Dr. Lord reported that the admit numbers for freshmen and transfers are up, 10% for transfer and 6% for freshmen, this is a good sign. President Perry shared that there has been two high school counselor sessions- asking questions such as what can the University do to become more effective, also the major concern for parents is affordability.
- Scholarship Costs: Jon Oliver inquired about the noted increase in scholarships and awards in budget- Christine Edwards responded about the climate and recruitment, needs for scholarships to remain competitive, President Perry- more money in scholarships=more students= more revenue, Dr. Lord reported on climate change with schools and needs to remain competitive. Gloria Leitschuh had copies of both freshmen and transfer merit flyers which were passed around for the group to see. Gloria Leitschuh inquired as to where Foundation Scholarship money was noted in the budget, Dr. Weber Response, it’s noted in ‘tuition and misc. income revenues’
- Textbook Rental: Gloria Leitschuh - How many schools offer textbook rental? Dr. Nadler, Response- 2-3 community colleges and Edwardsville, not that many in the country. She wanted to know if we can market and promote this. It was shared that we already do at recruitment functions and is also noted in the Financial Aid booklet, which a copy was passed around at the meeting for all to see. President Perry- this is part of our affordability.

6. New Business

Program Analysis

Discussion:

- Dean Lanham- How much are we looking for? Question posed in response to discussion on what “Target” means, what the projected deficit is, and what the group has been charged to do.
- Dr. Weber reported that the Program Analysis webpage is ready to go live. Gloria Leitschuh requested that we all receive email notification when it goes live. This web site will have public access, anyone can see it.
- Templates that other Universities have used will be distributed to the group by Dr. Weber.
- Timetable discussed
- It was suggested that possibly other CUPB members who are not in subcommittees join one and also that other members from governance groups join in and assist with the program analysis task as there are approximately 115 programs to review
- Kathlene Shank expressed concerns about targeting money to take away in conjunction with identifying money and areas to invest.
- President Perry- “Target” means identifying a dollar figure.
- Kathlene Shank- not comfortable with identifying a target amount to cut out without reviewing all of the programs. Analysis should be done instead to determine opportunities. She reported that many academic programs have been providing quality service with less for many years and doesn’t feel that more money can be cut from programs and still provide quality service.
- Could “target” be subject to adjustment as we move along? “Slippage from the original target amount. Is there a possibility that the “target” could be divided into 2 fiscal years?
- Tim Zimmer- Expressed concerns with Utilities and maintenance with a \$1M budget, provided example of the Doudna Chiller costing \$800,000, leaving no real reserves, other big items have no extra parts, so if something breaks there is no replacement part on hand and no money in reserves to replace the item.
- Program Analysis Template: Dean Lanham-Why was there no question on the template that asked each department what they would be willing to cut? Response Assege HaileMariam - there was discussion when creating the template, however the question was not added.
- Could this be an “addendum” question to departments later on?
- Dr. Weber reported that the state has paid \$0 towards MAP for this fiscal year.
- Gloria Leitschuh - What particular items can’t be touched? Example being tenured faculty. Dr. Weber response, “nothing is sacred”, brief mentioning of collective bargaining agreements.

- Dean Lanham: “Come prepared to vote on setting or not setting a target number on Friday, December 13th
- Discussion here next Friday on what needs to be revised with the time table. Mark where we think the time table would be successful and non-successful

7. Other

- a. Facilities Update – no report

8. Administrative Reports

- a. President Administrative Report – no report
- b. Vice President of Academic Affairs Administrative Report – no report
- c. Vice President of Business Affairs Administrative Report – no report
- d. Vice President of Student Affairs Administrative Report – no report
- e. Vice President of University Advancement Administrative Report – no report

9. Next Meeting

The next meeting is scheduled for Friday, December 13, 2013 in Room 4440 of Booth Library at 2:00 p.m.

10. Adjournment

The meeting was adjourned at 3:50 p.m.